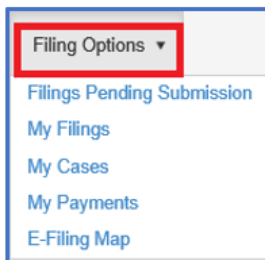
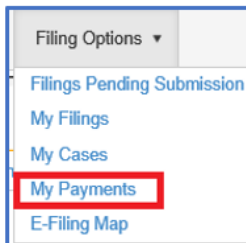


How to Access Payment Reports

1. Log into eFileAZ.
2. Click on the [Filing Options](#) link from the top menu.



3. Click on the link on the [My Payments](#) link on the Filing Options menu.



4. Enter either the Submission number or the Completion Dates in the appropriate search parameter. Select 'search'.

A screenshot of the 'My Payments' search interface. The page has a title bar 'My Payments' and a 'Help' icon. Below is a 'Search Options' section with various search criteria. The 'Completion Date From:' and 'Completion Date To:' labels are highlighted with red rectangles. At the bottom, the 'Search' button is highlighted with a red rectangle. The search criteria include: Submission Date From/To, Completion Date From/To, Court Location, General Case Category, EFM Submission ID, Case #, Payment Receipt #, Payment Instrument, Submission Date To (Filing Submitted To), Completion Date To, Submission Status, EFSP Filing ID, Case Title, and Client Matter #.

5. The system will provide a report total of all the submissions. Click on the hyperlinked EFM Submission ID to view any individual submission.

Submission Date	Capture Date	EFSP Filing ID	EFM Submission ID	Matter #	Case #	Case Title	Payment Transaction ID #	Filing Fee	Application Fee	eService Fee	3% Payment Processing Fee	Total Submission Amount	Submission Status	Court Name	Payment Instrument
01/17/2021 06:20:45 PM		166112	166393		P1300PB201600115	In the Re the Estate of HANNELORE S BUTTERFIELD DECEDENT	83985621067040004	\$0.00	\$6.50	\$0.00	\$0.20	\$6.70	Pending Filing	Yavapai County - Prescott	
01/18/2021 01:05:39 AM		166120	166397		P1300DO201900020	In Re the Marriage of LINDA ANN GUERRA and JUAN RAYNALDO GUERRA	84073583990375736	\$0.00	\$6.50	\$0.00	\$0.20	\$6.70	Pending Filing	Yavapai County - Prescott	
01/24/2021 08:16:25 PM		166175	166457				83985671181927586	\$318.00	\$6.50	\$0.00	\$9.74	\$334.24	Pending Filing	Mohave County Superior Court	
01/24/2021 08:25:49 PM		166176	166458				84073632159990338	\$318.00	\$6.50	\$0.00	\$9.74	\$334.24	Pending Filing	Mohave County Superior Court	
Totals								\$636.00	\$26.00	\$0.00	\$19.88	\$681.88			

6. User has the options to either save the report as an excel worksheet or print.

Print		Save													
Submission Date	Capture Date	EFSP Filing ID	EFM Submission ID	Matter #	Case #	Case Title	Payment Transaction ID #	Filing Fee	Application Fee	eService Fee	3% Payment Processing Fee	Total Submission Amount	Submission Status	Court Name	
01/17/2021 06:20:45 PM		166112	166393		P1300PB201600115	In the Re the Estate of HANNELORE S BUTTERFIELD DECEDENT	83985621067040004	\$0.00	\$6.50	\$0.00	\$0.20	\$6.70	Pending Filing	Yavapai County - Prescott	
01/18/2021 01:05:39 AM		166120	166397		P1300DO201900020	In Re the Marriage of LINDA ANN GUERRA and JUAN RAYNALDO GUERRA	84073583990375736	\$0.00	\$6.50	\$0.00	\$0.20	\$6.70	Pending Filing	Yavapai County - Prescott	